###### Head of English Faculty from September 2022

The School

Queen Elizabeth’s Grammar School was founded in 1509. A former Direct Grant Grammar School, it now caters for approximately 1280 pupils and students. The QEGS family currently consists of the Primary School (ages 4-11), Secondary School, (11-16) and Sixth Form (16-18). The School is fully coeducational. In September 2019 the School was one of the first in the country to undergo an Ofsted inspection under the new framework and was awarded ‘Good with Outstanding features’.

During the late 1980s and 1990s with the demise of the Assisted Places Scheme, Queen Elizabeth’s Grammar School as an independent school gradually became a smaller school and although what we did was good we decided that an alternative model would be better for securing our future and enabling us to remain true to our original roots as a school for pupils and students of diverse backgrounds without charging fees. Thus we became a Free School in September 2014, creating many opportunities for increasing the breadth of our curriculum and extra-curricular activities. Our ethos remains the same: a commitment to high aspirations for all and educating pupils and students so they become well-rounded, confident individuals who will go on to make a positive contribution to society.

The school enjoys a reputation for academic excellence. It continues to draw pupils and students from a wide area of north and east Lancashire. Students proceed to the universities of Oxford and Cambridge, as well as other well renowned institutions and almost all the Year 13 students go on to university.

Equally, the school remains committed to a wide range of extra-curricular activities. Facilities are excellent, including a large sports hall, swimming pool and Sixth Form Centre. Investment in CPD is generous with staff taking part in a wide range of internal and external courses designed to improve and support teaching, learning and curriculum delivery. Innovative and up-to-date in our approach, we nonetheless remain conscious of our long and fine tradition.

The successful candidate will be in sympathy with the aims and ethos of independent education (without fees) and will wish to participate in the extra-curricular life of the school.

Academic results are good and are consistently improving. Typically, over a quarter of A levels are graded A\*/A, half are graded A\*/B, and the pass rate is close to or at one hundred percent. At GCSE, Progress 8, Attainment 8 and the percentage gaining English and Maths are very strong. At Key Stage 1 and 2 we consistently achieve well, particularly in the externally examined aspects. More information is available through our website. The school is oversubscribed.

**At Queen Elizabeth’s we are committed to the safeguarding of children, as the successful applicant will be. Our safeguarding policy, which is regularly reviewed, is on our website. All offers of employment are conditional upon appropriate checks, including an enhanced DBS and Prohibition List check.**

## The post

The School seeks to appoint a Head of English Faculty from 1st September 2022. The Faculty comprises of the English department, PSHEE department which has its own Subject Leader, and Careers department which has its own Head of Careers. The Head of English Faculty does not require specific subject knowledge of PSHEE and Careers.

The successful candidate will provide positive and dynamic leadership in all areas relating to teaching and learning with the aim of raising attainment of all students, ensuring lessons are effective and improve pupil attainment. The Head of Faculty leads collaborative planning and development in the English department and ensures that improvement initiatives promoted by the Senior leadership team are fully implemented.

The role will provide the opportunity to lead a motivated and successful team.

**The successful candidate will:**

* Demonstrate the potential to ensure exceptional progress for our pupils and students
* Be committed to Queen Elizabeth’s ethos of high expectations
* Have the resolve to make a real difference to the lives of pupils and students.

QEGS has a pay scale above CPS and remuneration will be set according to qualifications and experience. All teachers are members of the Teachers’ Pension Scheme.

Applicants must have a good, relevant degree and have a PGCE.

### The Faculty

The successful candidate will be leading a Faculty that has a proven track record of achieving good GCSE results and will be expected actively to contribute towards even greater successes in the future. The post is suitable for a well-qualified, knowledgeable and passionate English teacher who has either had experience of running a successful department or is ready to take the next step in their career to run a department.

The English department has high standards and high expectations of pupils and students; every member is committed to raising the aspirations of the pupils and students in their care, whatever their ability. There are seven experienced, specialist teachers (5 full-time and 2 part-time) who contribute to the smooth running of the department. Significant time has been spent creating, developing and improving existing Schemes of Work, in order to provide engaging content and differentiated resources. There is an ever-growing focus on stretch and challenge opportunities, both in the classroom and in the setting of homework. Data is used effectively to identify pupils and students who are underachieving and clear and challenging targets are implemented. Pupils in Year 8 to Year 11 are setted by ability.

Currently, all pupils and students are entered for AQA GCSE English Language and English Literature; all A level students are entered for the combined A level English Language and Literature course. Current texts studied at GCSE are ‘An Inspector Calls or ‘Blood Brothers’, ‘Romeo and Juliet’ and ‘A Christmas Carol’. At A level, students study ‘A Streetcar Named Desire’, ‘The Great Gatsby’ and ‘The Handmaid’s Tale. Texts are reviewed on an annual basis to ensure they meet the needs of our cohorts. There is a whole school emphasis on reading and language development.

Each full-time member of staff has a dedicated teaching room situated in close proximity to the stock room and English staffroom. The department’s book stock is wide-ranging, but we are always seeking new or interesting recommendations. All English classrooms are well equipped with storage space, overhead projectors and whiteboards.

We make good use of opportunities to receive guest authors and poets who visit us in a well-stocked library, which has a full-time Librarian. In addition, we carry out theatre visits and invite touring theatre companies into school. Every class Year 7 to Year 9 has a specific Library lesson in which pupils take part in Bedrock Learning alongside individual reading to either their teacher or the school Librarian.

The Head of Faculty oversees the PSHEE and Careers department, both led by strong Subject Leaders.

All the appropriate schemes of work are in place which adhere to the relevant and up to date policies and we meet all the Gatsby 8 criteria.

## Job Description

Heads of Faculty are responsible to the Head and the Deputy Heads for the strategic direction of the subjects within their Faculty and management of all associated personnel. The Subject Leaders are responsible for the day-to-day running of their subject areas and giving a lead on academic matters concerning their subject specialism.

Responsible to the Head and the Deputy Heads for the standard and quality of teaching and learning in the subject areas within the Faculty, and for the overall good management of these areas in accordance with school policy.

# ACADEMIC

* To determine the aims and objectives of the subject areas, and regularly review the aims and objectives of the Faculty to ensure compatibility with those of the school.
* To produce, collate and update the Faculty Handbook including liaising with the Subject Leaders on individual subject sections.
* To oversee the production and collation of subject specific schemes of work.
* To chair Faculty meetings on a regular basis and have oversight of the minutes.
* To produce and update the Faculty Development Plan as required by the Head.
* To oversee production of and the updating of subject area Development Plans as required by the Head.
* To monitor the quality of teaching in all subject areas within the Faculty and take an active role in supporting any staff which may require improvement.
* To promote outstanding teaching and learning within the Faculty, ensuring that examples of good and outstanding practice is shared with colleagues.
* To monitor the quality of the marking within the Faculty including ensuring that the School Marking Policy is applied consistently.
* To promote extra-curricular subject-based events.
* To lead by teaching to a high standard and showing professional integrity.
* To meet all the responsibilities set out in the job specification for the Subject Leader in their own relevant subject.

# PERSONNEL

* To encourage, support and monitor the upholding of high professional standards amongst the teaching and support staff in the Faculty.
* To encourage the professional development of the teaching staff and arrange INSET as appropriate, in consultation with the Head and Deputy Heads.
* To assist in, and advise on, the appointment of new members of staff in the Faculty, and to supervise the induction of new staff with the Deputy Heads.
* To contribute to the initial training of teachers, as appropriate.
* To support colleagues in their disciplining of pupils/students.
* To deploy staff to the benefit of pupils/students of all abilities, allocating responsibilities as appropriate, and to allocate to each member of the Faculty, in consultation with Subject Leaders a fair spread of classes by age and ability, taking into account their strengths, weaknesses and career development.
* To allocate pupils/students to groups, where necessary, and to allocate teaching rooms to groups in consultation with Subject Leaders.

# ORGANISATION OF THE FACULTY

* To manage Health and Safety issues within the Faculty
* To ensure that informative and attractive displays are in designated areas within each subject area.
* To explore and develop, where appropriate, links with outside agencies.
* To organise and/or encourage educational visits for groups of pupils/students.
* To oversee and monitor the production and updating of the subject specific sections of the Faculty Handbook and Schemes of Work.
* To ensure that Faculty specific meetings do take place (half termly) and that minutes of these meetings are produced and collated.
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**ASSESSMENT**

* To submit entries for public examinations and to report periodically to the Head and the Deputy Heads concerning pupils’/students’ results.
* To be responsible for deploying Subject Leaders for any internal administration, marking and moderation of controlled assessment/coursework.
* To oversee the setting, production and marking of internal examinations, and monitor with Subject Leaders the effectiveness of these examinations.
* To monitor and keep records of internal assessments, and ensure that assessment grades are awarded in line with school policy.
* To produce information for GCSE and GCE Advanced level option booklets and to give careers advice in subject and related areas.

**COMMUNICATION**

* To act as both a source and a sounding board for ideas, and to advise the Head and Deputy Heads on matters concerning education within the Faculty.
* To attend Heads of Faculty meetings, and represent the subjects at this and other meetings.
* To ensure good communication between members of the Faculty and parents/carers, in conjunction with Tutor/HOY.
* To work with support staff – Reception and Finance Office, Catering Manager, Caretaking Team, as needed.
* To attend Improvement Group and other local meetings in the relevant subject areas, delegating as appropriate to Subject Leaders.
* To establish links with industry/commerce, and with local schools, if appropriate.

# FINANCE AND RESOURCES

* To have responsibility for the Faculty Budget, liaising with Subject Leaders and with the Director of Business and Finance as appropriate.
* To monitor the ordering and provision of books, learning materials and equipment, and to ensure that equipment is kept in good repair.
* To submit annual budget proposals and to plan for future needs.
* To liaise with Subject Leaders and other Faculty Heads to maximise efficient use of resources, as appropriate.

### Applications

Applications must be submitted to the Head, Mrs CY Gammon via email to [head@qegsblackburn.com](mailto:head@qegsblackburn.com) or by post. **These should take the form of a letter of no more than 2 A4 sides in Arial point 11, accompanied by your *curriculum vitae* and a completed application form, available from our website, www.qegsblackburn.com.** These should be received by no later than **noon on Friday 13th May 2022.**

All applications will be acknowledged. Interviews will be held in the commencing week and the appointment will be made as soon as possible thereafter. **Documentation to be brought to interview: passport, driving licence, A level, degree and PGCE certificates, two utility bills or statements and documentation confirming NI number.**